Overflow Mass responsibilities

	Computer Techs	Ushers	EMHC
Before Mass	● Go to the Sacristy at least 15 minutes before Mass to ask Father Fernandes or a Deacon to gain access to Loyola Hall OR Sign out a key for Loyola Hall from the parish office on Saturday morning (hours 9-1) ● Key directions (if needed): Go to Loyola Hall (LH). There is not a lock on the outside of the main door to LH, so you'll enter using the far left door tucked in the alcove to the left of the main entrance to LH. That door will deliver you to the stairwell, and you can enter LH using the door on the left. Then prop open the main glass doors for parishioners to enter. ● Locate the mobile podium, where the computer and box of electronic wires for connection will be located. ● If not already plugged in, use the wires from the box to connect the computer to the wall outlets next to the podium using the two wires (audio and video-instructions are in the box) and turn on the projector using the remote control. ● Power on and log in to the computer (see post- it note on computer) and if the StreamSpot page is not already prompted, then follow directions listed for #6. ● *(use only if not already directed to StreamSpot when you log in)* Launch Google Chrome (bottom left on desktop). The second bookmarked tab at the top is titled "Watch Mass Online", so choose it. It is prompted to take you to the StreamSpot site from the St. Ignatius website. Click on the triangle to start the livestream and choose the box in the bottom right corner to make the image go to full screen. *If StreamSpot isn't working, go to the*	● Prop open the doors in the hallway, and top and bottom of the staircase, from the Church through to Loyola Hall using plant or door stoppers next to each door. ● Greet, then help people as they come into Church to find an appropriate space to sit. ● As space runs out in church, then direct people out the side door (nearest St. Joseph statue, if possible) to Loyola Hall where another usher will direct them to the elevator and staircase or outside and around campus to Loyola Hall	● Check in to Sacristy before Mass begins ● Check with Deacon and/or priest to make sure there are at least 100* hosts available for distribution in overflow areas (*possibly 200 hosts will be needed for 10:15 and Noon Masses)

	bottom of the page and choose the YouTube feed instead. ● Check the volume levels, and adjust as needed. ● Check and adjust lighting for good viewing, then greet parishioners as they arrive.		
During Mass	● When Loyola Hall is full, direct people to the Gymnasium for extra overflow seating if available. ● Maintain the livestream feed, volume, etc. during Mass.* ● Monitor the collection basket at the door as people drop their envelopes.	● Greet, then help people as they come into Church to find an appropriate space to sit. ● As space runs out in church, then direct people out the side door (nearest St. Joseph statue, if possible) to Loyola Hall where another usher will direct them to the elevator and staircase or outside and around campus to Loyola Hall	● At the Lamb of God, approach the altar to receive Communion yourself and then take the ciborium to distribute to those in Loyola Hall (and possibly the Gym, if needed for your Mass) ● Ask the Loyola Hall usher if people were sent to the gymnasium before heading there-if they don't know, then go there and see for yourself ● Return the ciborium to the altar when you are finished
After Mass	● Leave the computer set up for the next Mass overflow crowd. (Just close the laptop) ● If an usher doesn't come to empty the basket after Mass, put the envelopes with the computer on the podium. ● Use the Clorox wipes or Lysol spray to sanitize the chairs used. ● Close and lock the doors; turn off lights. ● The **Noon Mass overflow person** should unplug all devices from the wall and place any keys, computers, and the electronics box on the podium (LH) or cart (gym). A staff member will collect these items later.	● Close the doors in the hallway from Church to Loyola Hall removing door stoppers and leaving next to each door ● If you are able to help clean up the overflow spaces, they'd appreciate your help!	● If you are able to help clean up the overflow spaces, they'd appreciate your help!

If you have any questions contact Julie Krommer with the Worship Commision at 513.720.0809. Thanks